

S E C R E T

13 October 1961

MEMORANDUM FOR : Chiefs of TSD Staffs and Branches

SUBJECT : TSD Orientation Briefing

1. TSD will conduct an orientation briefing for its newer professional and clerical employees, all day 9 November 1961, starting at 0945, in the TSD Conference Room, 118 Westout Bldg.

2. This briefing, which is a streamlined version of the former TSS Inter-Divisional Orientation Program, is tailored to acquaint our people with the composition of the U. S. Intelligence Community, broad organization of CIA, and the mission and major activities of the Technical Services Division.

3. C/TSD desires that as many of our newer people who can be spared from routine duties be enrolled in this briefing. Staff and Branch chiefs, kindly inform TSD/Training of your respective enrollees prior to the close of business 3 November. Since the capacity of our Conference Room is limited to about 40, early enrollments are advised. Top Secret clearance is required.

4. Schedule for the briefing is attached.

FOR THE CHIEF, TECHNICAL SERVICES DIVISION:



C/TSD/PTS

25X1

Distribution

All TSD Hq. components

OTR Intel. School

2009 R&S Bldg.)

25X1

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NO CHANGE IN CLASS. ☐

☐ DECLASSIFIED

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NEXT REVIEW DATE:

AUTH: HR 70-2

DATE: 12/28

REVIEWER: 010956

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## SCHEDULE

## TSD ORIENTATION BRIEFING

Date and place: 9 November 1961; TSD Conference Room,  
118 Westout Bldg.

Objective : Provide newcomers to TSD with a better appreciation of their jobs by familiarizing them with the organization and major functions of Technical Services Division, presented against a background of the U.S. Intelligence Community and CIA.

0945 - 0950	Introduction	Mr. Roosevelt C/TSD	
0950 - 1035	U.S. Intelligence Community	OTR speaker	
1035 - 1045	Break		
1045 - 1130	Organization of CIA	OTR speaker	
1130 - 1245	Lunch		
1245 - 1315	Introduction to TSD	[REDACTED] C/TSD/PTS	25X1
1315 - 1430	Research & Development	Dr. Gottlieb AC/TSD/R&D	
1430 - 1440	Break		
1440 - 1540	[REDACTED]		25X1
1540 - 1550	Break		
1550 - 1650	[REDACTED]		25X1

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